

Approved For Release 2001/08/31 : CIA-RDP78-04722A000300030082-2

8 January 1974

MEMORANDUM FOR: DDO Support Officers

SUBJECT : Snow Emergency Transportation

REFERENCE : LSD List of Pick-up Points and Routes for Key
Employees - Winter 1973

1. Reference distributed with the "Operations Directorate Support Officers Notes," dated 27 November 1973, provides the means to accomplish an end. There remains, however, a need to determine how the key employees and the emergency transportation vehicle drivers will recognize each other. To help resolve this problem, LSD will identify emergency transportation with large "Headquarters" signs on each vehicle. Identification needed to board the vehicle at the designated pick-up points will be the Agency badge.

2. The plan will be implemented when normal means of transportation have come to a halt. The initial notification to LSD/OL that the Snow Emergency Transportation Plan has been implemented will be made by the Deputy Director for Management and Services. LSD, in turn, will notify the focal point officer of the DDO (SSA-DD/M&S), who will relay the message to the DDO Support Officers; the DDO Support Officers will notify the "key employees" that the snow emergency transportation plan is in effect. It should be emphasized that the vehicle(s) will stop for key employees at designated pick-up points. However, key employees may flag down the vehicles elsewhere along designated routes.

3. "Key employees" on the snow emergency list should keep their unit Support Officers informed of their plans during snow emergencies. Alternate points for telephone contact for emergency transportation are the SSA-DD/M&S, ext. [REDACTED] or LSD, ext. [REDACTED]

STATINTL

[REDACTED]

Deputy Special Support Assistant
DD/M&S

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